



**PROCUREMENT AND USE OF NORFOLK STATE UNIVERSITY
SUPPLIED CELLULAR PHONES**

Policy Title: Procurement and Use of Norfolk State University Supplied Cellular Phones

Policy Type: Administrative

Policy Number: 48-04 (2014)

Responsible Office: Office of Information Technology

Approval Date: 07/17/2014

Responsible Executive: Vice President for Finance and Administration

Applies to: University Community

POLICY STATEMENT

This policy is established as guidance to employees, who by the nature of their work, are required to be accessible by telephone regardless of the time of day, day of the week, or geographical location. Vice Presidents and Department heads will determine service equipment and the type of services necessary to fulfill specific University responsibilities. Costs related to these services will be the responsibility of the Department.

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DEFINITIONS

Service plan level: A contract or service agreement by VITA to provide cellular communication service at a fixed monthly charge for a fixed number of minutes beyond which additional charges will accrue. **VITA:** Virginia Information Technology Agency

Cellular equipment: University-provided cellular telephones, wireless telephones that transmit communication via tower antennas, cellular data transmission/receipt equipment, and radio- cellular telephones.

Business-related Calls: Calls necessary to conduct University business.

CONTACT(S)

The Office of Information Technology officially interprets this policy. Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) <https://www.nsu.edu/Assets/websites/policy-library/policies/01/BOV-Policy-01-Creating-and-Maintaining-Policies.pdf> through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Information Technology.

STAKEHOLDER(S)

Vice Presidents, Deans and Directors
Employees requiring cell phone access
Individuals acting in a supervisory
capacity Accounts Payable
Telecommunications Manager
Office of Information
Technology

PURPOSE

This policy establishes guidelines for procurement, possession, and appropriate use of University- owned cellular phones. The policy is designed to reduce unnecessary cell phone costs to the University and to avoid violation of state mandates regarding cellular phone use.

ENTITIES AFFECTED BY THIS POLICY

All Norfolk State University full and part-time employees, including wage employees who have a need. This policy also governs cell phones acquired via grants and contracts awarded in Norfolk State University's name.

ROLES AND RESPONSIBILITIES

Vice Presidents or Designee: Approval authority for all cellular phone purchases and contracts when the University is the official billing entity.

Department Heads: Review monthly cell phone bill received from Telecommunications section. Budget all funds to pay monthly cellular bill. Notify employees who have exceeded monthly service plan costs or exceeded incidental personal use threshold

University Employee: Comply with NSU cell phone policy as written.

Telecommunications Manager: Receive and process new phone orders. Receive monthly bill from VITA. Parse bill by departments. Place orders with VITA for new phone service and new cell phones.

Accounts Payable: Pay Cellular bills from VITA.

University Auditors: Periodically review cell phone policy and procedures and perform spot checks for adherence.

REQUIREMENTS

In order for a University employee to be eligible for issuance of a University supplied cellular device the following criteria must be met to establish the need for a cellular device:

1. A requirement to travel frequently on University business
2. Large amounts of time spent away from the office
3. A need for others to be in constant communication with the individual
4. A need for the individual to communicate constantly with university while traveling.
5. Personal safety concerns for individuals while traveling, working evening hours, working in isolated areas or working in high crime areas.
6. A need to contact individual after normal business hours on a constant basis

If an individual meets one or more of these criteria, they should be considered a viable candidate for a cell phone.

University employees are strongly discouraged from using a university provided cell phone

for personal business or conducting university business on any cell phone while operating a motor vehicle. Employees are encouraged to use “hands-free” phones in limited situations and not for prolonged conversation. Cell phone use while driving should only occur in an emergency situation. This policy applies to all cell phone contracts entered into by Norfolk State University employees, effective as of the date of this policy. Department heads may establish cell phone use policies that are more but not less restrictive than this policy.

PUBLICATION

This policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

1. Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;
2. Submit the policy for inclusion in the online Policy Library within 14 days of approval;
3. Post the policy on the appropriate SharePoint Site and/or Website; and
4. Educate and train all stakeholders and appropriate audiences on the policy’s content, as necessary. Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: 06/07/2018
- Approval by, date: President, 07/17/2014
- Revision History: 03/17/2004; 04/01/2016; 06/07/2017
- Supersedes (previous policy): OIT 63.001: Procurement and Use of Norfolk State University Supplied Cellular Phones

RELATED DOCUMENTS

1. Administrative Policy # 48-01 Acceptable Use of University Technological Resources
<https://www.nsu.edu/Assets/websites/policy-library/policies/03/Administrative-Policy-48-01-Internet-Website-Acceptable-Use-and-Privacy-Policy.pdf>

FORMS

1. See OIT Form: Cell Phone Justification Form
<https://portal.nsu.edu/SpartanNet/telecom/Shared%20Documents/Cell-Phone-Justification-Form.pdf>